Audit Program Manager

The Washington Metrorail Safety Commission (WMSC)

Background
The WMSC is the designated State Safety Oversight Agency (SSOA) responsible for overseeing the safety of the Washington Metropolitan Area Transit Authority (WMATA) Metrorail system, which operates rail transit in the State of Maryland, the District of Columbia, and the Commonwealth of Virginia. The WMSC is responsible for implementing an effective oversight program in compliance with the Moving Ahead for Progress in the 21st Century Act (MAP-21), Title 49 Code of Federal Regulations (CFR) Part 674, and other applicable regulations. WMSC duties span a wide range of daily, periodic, annual, and triennial oversight activities. The WMSC is responsible for conducting a robust complement of observations, event investigations, inspections, special studies, and audits at WMATA, all with a focus on maintaining and enhancing the safety of customers, employees, infrastructure, and assets. The WMSC will promulgate safety standards and requirements for the Metrorail System, and has the authority to take swift and decisive action to address non-compliance or any hazardous conditions.

Job Summary
The WMSC seeks an Audit Program Manager to join our team of rail safety experts. The Audit Program Manager serves as the overall coordinator and point of contact for the safety and program audits that the WMSC conducts, internal safety audits conducted by Metrorail and other entities, as well as for audits that third parties conduct of the WMSC. Note that the audits conducted by the WMSC are program and procedure audits (as opposed to financial or accounting audits).

If you have previous experience planning, coordinating, or managing program audits and meet the requirements below, we encourage you to apply.

Required Qualifications
- Bachelor's degree in engineering, transportation, public administration, safety management, information systems, or a related field is required
- A master's degree in a related field is strongly preferred
- 5-10 years of progressively responsible management of rail transit operations, rail control center supervision, or railroad signals and train control system maintenance, inspection, and supervision, with reporting to executive management.

Preferred Qualifications
- Transit Safety & Security Program (TSSP) certification
- Successful completion of TSI Safety and Security Audit Course
- Project Management Professional (PMP) designation
- Knowledge of applicable federal, state, and local laws and regulations is required and industry best practices such American Public Transportation Association (APTA) standards
- Prior experience with a rail transit systems, SSOA, or with Safety Management Systems (SMS)
- Sufficient knowledge of industry best practices and benchmarks to monitor and evaluate the status and effectiveness safety improvements and to develop recommendations for continued safety improvement

Job Duties and Responsibilities
- In conjunction with WMSC rail experts, plans and conducts safety audits of the Metrorail system and operations to ensure adherence to laws and regulations and safety management plans and programs.
- Provides overall project management and professional guidance to team members on all steps in the audit process, including reviewing working papers of team members, identifying significant audit findings, making authoritative recommendations, and resolving most complex audit issues.
- In conjunction with WMSC rail experts and technical writers, prepares audit plans, audit programs, audit documentation, audit reports, and related correspondence; identifies significant audit areas that require decisions and presents recommendations and options on the direction the audit should take.

- Serves as point of contact and principal coordinator for financial and program audits of the WMSC conducted by third parties. Examples include annual independent financial statement audit, and periodic program or financial audits by entities that fund the WMSC.

The position may occasionally require evening or weekend work, but only during extenuating circumstances, such as preparing an urgent safety oversight document.

Location
The WMSC is located at 777 North Capitol St., NE, #402, Washington, DC 20002. Limited telework may be authorized, pursuant to WMSC's remote work policy.

The application process may include the candidate's submission of writing samples.

Salary
Salary is regionally competitive and will be commensurate with skills and experience. Employee benefits programs are generous and relocation assistance is available.

Position open until filled.

To apply for this position interested candidates must submit a resume, cover letter, including salary requirements and a completed employment application to hr@wmsc.gov . The employment application may be found at: https://wmsc.gov/opportunities/employment-opportunities/.

Candidates are advised that WMSC requires several pre-employment checks including criminal background and reference checks. The WMSC also utilizes Everify, more here: https://www.e-verify.gov/

EOE